Minutes  
Curriculum Development Committee  
Bagwell 209, January 31, 2008, 3:00

**Members Present:** Kathleen Affholter, Cindy Alexander, Sharon Burlingame, Sydney Gingrow, Judy Gosch, Maggie Jenkins, Sarah McMurray, Carolyn Renier, Pat Riddle.

Meeting Agenda

1) Recruit a new recorder since Ann Kronk will have schedule conflicts this semester.

2) Approve minutes from November 15, 2007.

3) Discuss academic standards for AAS major courses.

4) Review COLL 1500 new course information.

5) Discuss using URL’s to standardize policy information on syllabi (attendance, academic dishonesty, accommodations for disabilities)

6) Update on progress of 2008-2010 catalog.

7) Update on TBR proposals (SEAT program changes and Game & Simulation certificate programs).

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1) Recruit a new recorder since Ann Kronk will have schedule conflicts this semester.
   - Sarah McMurray volunteered to be the new recorder for the CDC meetings.

2) Approve minutes from November 15, 2007.
   - The meeting minutes were approved by members present.

3) Discuss academic standards for AAS major courses.
   - “A cumulative grade-point average (GPA) of at least 2.0 on all college-level coursework at Pellissippi State is required for graduation.” To honor the Career Technical guarantee of an AAS graduate the person “must have earned at least a C in all major courses of study” to qualify for additional training. Many BCT programs enforce the requirement with the internship, but we don’t enforce the requirement in writing for AAS programs that do not have an internship component.
   - The following internship courses require “a minimum 2.5 GPA in ACC courses and at least 2.0 cumulative GPA” as prerequisites to the internship: Computer Accounting Internship (ACC 2571), Computer Science & Information Technology Internship (CSIT 2911), E-Commerce/Marketing Internship (MKT 2471), Hospitality Internship (HSP 2950), Management Internship (MGT 2471), Networking & Communication Systems Technology Internship (NETW 2900), Office Systems Technology Business Concentration Internship (OST 2302), Office Systems Technology Health Care Office Administration Concentration Internship (OST 2925).
   - Program Coordinators for BCT do not want the academic standard changed. CDC members agree, stating that the “D” grades in major courses “put responsibilities/choices back on the students.”

4) Review COLL 1500 new course information.
• There was no difference noted in the review of the updated syllabus for the COLL 1500. Many of the committee members stated the course was like the FYE course taught several years ago.
• Some of the concerns mentioned by the committee were as follows: What and where does it transfer, who is going to be required to take the course, is it the same requirement as study skills, and will the students get college credit?
• The committee members also wanted predictions of the number of students who would be enrolling in the course and who was going to be teaching it.
• Becky Milam and the COLL 1500 course committee will be coming to address CDC on February 14.

5) Discuss using URL’s to standardize policy information on syllabi (attendance, academic dishonesty, accommodations for disabilities).
• Committee members discussed having the master syllabi link out to the appropriate department’s web page regarding attendance, academic dishonesty, and accommodations for disabilities.
• Each department is responsible for updating its own webpage. A question was raised as to whether or not the links and/or information would be kept updated.
• Further discussion was recommended.

6) Update on progress of 2008-2010 catalog.
• The catalog was still being proofed and will go to the printers in February.
• According to TBR Policy, any program advertised should be a part of the TBR inventory report. Institutional certificate programs have not ever been included in the TBR inventory report.
• The committee discussed the importance of the certificate programs in meeting industry and community needs. Judy Gosch has asked Institutional Research for data for the number of students who have earned certificates.

7) Update on TBR proposals (SEAT program changes and Game & Simulation certificate programs).
• The SEAT program did not change for the updated catalog.
• The Game & Simulation certificate has to go to TBR for approval, but will be added to the 2008-10 catalog.

One additional item regarding the DSP courses changing. For example, there is discussion on changing rubrics for developmental classes: DSPM may change to MATH, DSPW may change to ENGL.

Next meeting on February 14th in Alexander 220 at 3:00 to meet with the COLL 1500 committee.